



State of Utah
Department of Public Safety
APPLICATION FOR CONCEALED FIREARM INSTRUCTOR RENEWAL

INSTRUCTIONS

A complete criminal background check will be conducted on all applicants. (Instructors must be of good character as defined in section 53-5-704 UCA and must be eligible to possess firearms under state and federal law.)

FEES: Fees are non-refundable

Instructor Application is \$50.00. An instructor's certification is valid for three years from the date of issue.

Renewal Application is \$25.00. Renewal certification is valid for three years from date of issue.

Include \$7.50 late fee with the renewal if the license has been expired for more than 30 days.

Each applicant for certification or renewal as a Utah Concealed Carry Instructor **MUST** attend a course of instruction provided by the Bureau of Criminal Identification and pass a certification test before certification or renewal can be issued. The required course will be provided at least twice yearly, it is the applicant's responsibility to make all necessary arrangements to attend.

WHAT MUST ACCOMPANY THE APPLICATION

Attach a copy of any firearms certification you currently hold, which must include:

- **Utah Concealed Carry Instructor Course Certificate and one other certificate listed below**
 - N.R.A. Firearms Instructor Certificate
 - P.O.S.T. Firearms Instructor Certificate
 - Equivalent Instructor Certificate – If you are not certified through N.R.A. or P.O.S.T., but you have equivalent training and certification, submit a copy of the course outline that qualifies you to be an instructor, (must be approved by BCI).
- **Attach a signed copy of our minimum training guidelines, if you wish to expand your course please provide a copy of your course curriculum.**
- **One passport quality photo. Name must be written on the back of the photo.**
- **A photocopy of your driver license or state identification card.**
- **Attach a summary of your qualifications and past experience as a firearms instructor.**

INSTRUCTOR RESPONSIBILITIES

- Instructors must provide each student who attends their course with a copy of the approved course outline.
- Each instructor will be required to provide a signed certificate of completion to a person completing the offered course of instruction. The certificate of completion requires a stamp of the certified instructors "official seal" (only a seal design provided by the State of Utah will be accepted). A copy of the seal design will be provided by BCI, however it is the instructor's responsibility to obtain the seal.
- A new seal will be required each time certification is renewed to reflect the new expiration date.
- Every concealed firearm permit applicant must receive instruction in the areas outlined by Section 53-5-704(8) of the "Concealed Weapons Act" as set forth in the Bureau's training guidelines.
- Instructors **MUST** supply a valid phone number and/or e-mail to be listed on the BCI website for customer contact. Contact information must be current at all times or instructor will be removed from listing.
- Instructor must notify BCI of any address change.

